

Gift Donation Policy

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This article appeared in the *Association of Jewish Libraries Newsletter*, Vol. XX, No. 3
February/March 2001

Several months ago there was a discussion on the AJL Listserve *HaSafran* on the topic of establishing library policy for gifts of used books and other materials. It was particularly impressed by the contributions of Dr. Hayim Y. Sheynin, Head of References Services, Gratz College Library, Melrose Park, PA. I gained permission from Dr. Sheynin to edit his remarks and to contribute them to the AJL Newsletter. I think you will find the policy of Gratz College very useful in establishing a policy of your own.

Dr. Sheynin writes:

When someone calls to make a donation to Gratz Library, the librarian who takes the call refers the potential donor to the staff person most familiar with subject area of the materials offered. The knowledgeable staff person interviews the donor, attempting to understand the nature of the donation. During the phone interview, the staff person also explains that the library does not accept donations in particular areas, e.g., text books, books in some foreign languages. He also explains the Library's policy regarding arrangements for delivery—will there be pick-up service or must the items be delivered to the library by the donor.

The Library has developed a "intake" form once the donation arrives. The information to be filled on includes:

- The name and address of the donor

- The types of items accepted, e.g., manuscripts, books, prints

- The numbers of each type

- If an item is of particular value, this item would be identified as carefully as possible and listed separately.

Beneath this information is a written statement of the Library's policy regarding the usage of the donated materials.